



SAFE ROUTES TO SCHOOL COMMITTEE MEETING
Wednesday, April 15, 2009 at 9:00 a.m.
St. Patrick's School

The Safe Routes to School Committee met on Wednesday, April 15, 2009 at 9:00 a.m. at St. Patrick School.

- I. CALL TO ORDER:** Rebecca Emerson, Co-Chair called the meeting to order at approximately 9:05 a.m.
- II. ROLL CALL:** Debbie Finnigan, Traffic Engineer, Councilor Nancy Clayburgh, City Council Representative, Rebecca Emerson, Co-Chair and School Board Representative, Brendan Cooney, Traffic & Safety Representative, Robert Lister, Superintendent of Schools, Kirsten Barton, Little Harbor Representative and Jean Ward, St. Patrick Representative.

Also present were Sister Mary Jo Walsh, Principal St. Patrick's School, Steve Parkinson, Public Works Director, Francine Horvath, proposed New Franklin School Representative, Sheri Nadeau and Joli Foucher, proposed At Large members.

Absent: Christine Casa and Rebecca Hester.

- III. ACCEPTANCE OF MINUTES: MOTION** made by Kirsten Barton to accept the minutes of the March 18, 2009 meetings as presented. Seconded by Jean Ward. Motion passed

IV. DISCUSSION WITH PRINCIPAL:

Sister Mary Jo Walsh stated they have an outdoor gym (weather permitting) as they do not have a gym, they walk to Goodwin Park, Leary Field, Park at Columbia St. and older children are bused to Greenleaf Rec. They do a lot of walking and outside playing, the street is roped off for them most every day during school, except in the winter.

The Vice-Chair stated that St. Patrick is unique. Focusing on the walking you do, how can we make it safer, do there any issues?

Jean Ward responded that when they take the children out across the way, the cars line up waiting for the kids to cross and waving at them. They have had no problems, perhaps because they are in uniform and look like little ducklings. They really haven't had any problems.

V. NEW BUSINESS:

- 1) Committee Members (see attached memo to the City Manager) – Debbie Finnigan reported she sent a memo to the City Manager concerning having three At-Large positions instead of one new position per school. The memo may go before City Council at their next meeting.

- a. Resignation Christina Westfall and John Golumb – Debbie Finnigan reported that Christina Westfall submitted a Letter of Resignation as Chair. As of Monday, John Golumb has not sent in a letter but stated to both Elaine and to her that he will be resigning as there is a conflict of Police Commission meetings, and it is a priority as he is a Commissioner. We need to get police representation, as well as Rebecca Hester's position is being eliminated in the fall and it's her understanding the position is not in the budget. The representative is supposed to come for the Police Commission and perhaps this needs to be changed.

Robert Lister suggested sending a letter to the Mayor or Police Commission asking them for reappointment. Debbie Finnigan responded that the three Commissioners will all be busy at the same time and suggested that a change should be requested. The Vice Chair asked Supt. Lister to write a letter asking for a change from the Police Commission to somebody else and have that person be a voting member.

The Vice Chair asked about a Dondero School rep. Debbie Finnigan responded she doesn't know, we've gone through the process of finding out who has and who has not been coming, and need to let the Mayor know the Dondero rep has not been here for the last four meetings. All information has been sent to the City Clerk. We need someone who can be here on a monthly basis and the representative has been here once since being appointed.

The Vice-Chair reported that Mr. Stokel is working on a representative from the Middle School. We need to write a letter asking the change of having two members of Traffic & Safety to having one.

Debbie Finnigan will write a letter to the City Manager requesting that we change the two representatives from two to one.

MOTION made by Kirsten Barton recommending that Traffic & Safety representatives be changed from two to one. Request that the representative from the Police Commissioner be changed to a Police representative. Seconded by Councilor Nancy Clayburgh. Motion passed.

- b. Vote on New Chair and Vice-Chair – **MOTION** made by Councilor Nancy Clayburgh nominating Rebecca Emerson as Chair. Seconded by Kirsten Barton. Motion passed.

MOTION made by Kirsten Barton nominating Brendan Cooney as Vice Chair. Seconded by Rebecca Emerson. Motion passed.

VI. OLD BUSINESS

- 1) Request for Proposal review for the SRTS Travel Plan – Debbie Finnigan reported that Bob Lister, Kirsten Barton and herself reviewed the Travel Plan and their choice were different than hers. She suggested bringing in two of them for interviewing so you feel comfortable with the consultant standing in front of parents, because they are somebody you want representing Portsmouth in the school system. Debbie Finnigan proposed that you have an interview process of at least two of the engineers.

Debbie Finnigan stated that she will send out the recommendations so you'll know how the scoring came back and interview while she is on Family Leave. Debbie Finnigan suggested interviewing during our meetings so that they can work throughout the summer and work with Steve Parkinson. To take recommendations from the parents and come up with something from each school. The RFP is very specific in what we need. Not having one travel plan as all the schools we represent are completely different. We need to find out what is important to them and what their needs are. Debbie Finnigan will send out the information and you need to decide within the next two weeks.

Steve Parkinson suggested that Dr. Lister, Kirsten Barton and Debbie Finnigan get together before next Wednesday to decide who you would like to interview and it is important to interview so that you can get a feel as to how they will react and immediately know whether or not this person is somebody you would want to stand in front of the parents, decide on two and set up an interview process. Suggested that Bob Lister, Kirsten Barton and himself and either Rebecca Emerson or Brendan Cooney sit in on that and do an evaluation, select somebody and bring back to the Committee.

Debbie Finnigan stated that TC is very good and Collaborative seems to be the one that has the most SRTS experience and from this perspective, need to be interviewed.

- 2) National Course for SRTS – October 2009 – Debbie Finnigan reported she wrote back to the contact person at the National level and are available October 27th and gave her the contact name of the person who will probably be here.

At the Vice Chair's request Kirsten Barton gave a brief rundown of the course. Kirsten Barton stated that they talked about inviting City members to the Library to discuss drop off and pick up at both the PMS and Little Harbor as they are assessable to the Library. The woman doing the course would do a brief overview of what SRTS is, what things can be considered increasing walking and biking and then go out and do a drop off, pickup scenario and come back and do real examples of how to improve it, what the issues are. They are also sending an engineering person.

- a. Create list of key stakeholders to invite –Invitations will be sent out to the entire community, but specific invites to City people, City Council, School Board and Principals. Debbie Finnigan suggested getting the list together by next month in order to send out before end of school so people can place it on their calendar and then remind them again at the beginning of August it is coming up on October 27th. Rebecca Emerson is compiling a list of invitees and asked for suggestions such as SABER, to e-mail her for her list, specific people and parents in the Community, business leaders, etc.
- b. Assign Items on List for completion – Debbie Finnigan stated they provide handouts, we provide snacks, juice, lunch, and we have \$1,000 for food, drink and whatever else we need.

Debbie Finnigan discussed getting the approval for the 6 weebles from the State and contacted John Corrigan who sent his apologies as it had not gone forward to the Committee as he had forgotten. It has now been sent to the Committee.

Kirsten Barton asked if we could just ask for three weebles, they be placed near areas of the school and asked one go to Little Harbor School. Debbie Finnigan reported they came in over budget, we can afford three weebles out of the six. If the Committee as a whole would like to get 3 instead of 6 she can put forth another letter requesting permission to spend an x amount of \$ for three weebles. Francine Horvath

stated they could certainly use one on Woodbury Ave. The weebles need to be in a crosswalk, Public Works will not be responsible for taking care of them. They need to be taken out and brought in daily. You need to decide whether you want to wait and get six or take the three now.

Rebecca Emerson stated she would prefer to wait to get the 6 weebles.

Kirsten Barton stated we have approval for the bike racks, but we don't have them.

Debbie Finnigan stated we need to send letters to the State are there issues with water, wetlands, flood plains, etc., wait till they come back and also there is a \$35.00 fee for processing requests.

Rebecca Emerson suggested putting the weebles and bike racks on the next Agenda.

Debbie Finnigan asked the Committee if they want to do three or to go ahead with the six?

MOTION made by Kirsten Barton to go with three weebles. Seconded by Francine Horvath. Motion passed.

Debbie Finnigan will contact John Corrigan of the Committee's desire for three weebles.

- 3) Walk to School Day - October 2009 – The Chair referred to last year and the meeting places, the snacks and prizes were donated. There is money for incentives. Councilor Nancy Clayburgh reported that the Dondero meeting place at St. James Church did not work. People will be needed to solicit donations.

Debbie Finnigan will send the timeline to everyone.

It was suggested that the logo for T-shirts and banners be decided on before the end of the school year so that the t-shirts can be made by September.

It was suggested to invite both PTO and PTA.

The chair suggested forming a sub-committee to take ownership and get this done.

MOTION made by Councilor Nancy Clayburgh to form a sub-committee. Seconded by Francine Horvath. Motion passed.

Joli Foucher and Francine Horvath volunteered to be on the sub-committee.

VII. PUBLIC COMMENT (as time allows) – No public comment

VIII. ADJOURNMENT

The next meeting is scheduled for May 20, 2009 at 9:00 a.m. at Dondero School.

The July and August meetings will be held at Public Works Department, 680 Peverly Hill Road in the upstairs Conference Room.

The Complete packet is on file at the Public Works Department

Respectfully submitted

Elaine Boucas, Recording Secretary